

Grant application form

These are the questions from the Grant Application Form for the Booster Fund. These are provided so you know what questions will be asked. Please submit responses into the online form.

Declaration

Any information you enter on this website will not be given to anyone else other than the project partners – Locality, the Plunkett Foundation, Co-operative and Community Finance and Community Shares ICOF As well as our funders Power to Change, Access Foundation and the Architectural Heritage Fund and our contracted assessment panel members, governed by our Booster Panel Terms of Reference. 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 give us for research purposes to help inform our research work but only as anonymised statistical information.

In order to continue with the application, you will need to agree to us holding the information you supply in our systems.

I agree

You can read our privacy policy which explains how data will be stored and used. You can find it via this [link](#).

Who is applying?

Please update the primary contact details for your Booster application if they have changed since completing the Expression of Interest form.

By primary contact, we mean the main person we can contact about your community business and this application.

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.

Primary contact first name

Primary contact last name

Primary contact email address

Primary contact phone number

Your current legal form

Please select...

- Charitable Incorporated Organisation
- Trust
- Community Benefit Society
- Community Interest Company Limited by Guarantee
- Community Interest Company Limited by Shares
- Company Limited by Guarantee
- Company Limited by Shares
- Limited Company
- Partnership
- Limited Partnership
- Limited Liability Partnership
- Co-operative Society
- Sole Trader
- Unincorporated Association
- Other
- Charitable Company Limited by Guarantee
- Charitable Community Benefit Society (Industrial Provident Society)
- Charitable Unincorporated Association
- Community Benefit Society (Industrial Provident Society)

This is how your organisation is currently set up, for example, a Community Benefit Society.

The date you registered your organisation in its current legal form

Please provide the date your organisation was registered in its current form.

If your organisation is not registered yet, please give us the date you originally set your community business up.

Please provide the date your organisation was registered in its current form.

Your company or society registration number

If your organisation is not registered yet, please give us the date you originally set your community business up.

What makes your organisation a community business?

Please ensure you have read the relevant section of the guidance before completing this section.

In your Expression of Interest, you said that your organisation meets or is working towards the following community business values:

- Rooted in the community
- Accountable to the local community
- Trade for the benefit of the community
- Broad community benefit

Rooted in the community

A business started by local people that will benefit the community around it.

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.

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.

When answering this, think about whether the following statements are true about your community business:

- Our business exists to meet a local need (tell us what that is and how you meet it)
- Our business is defined by its link to a local area (explain why this is)
- Our business exists to meet the needs of marginalised people facing particular challenges (explain what the challenge is and how it is being met)

Accountable to the local community

The local community has a genuine say in how the business is run.

Please tell us how you involve the local community in decisions about how your business operates

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.

When answering this question think about how true the following statements are for your community business:

- Our business was started by members of the local community

- Our business is led by members of the local community

Trade for the benefit of the community

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.

Please describe how your organisation generates income through trading.

This can be by providing goods or services, or a combination of the two. For instance; renting rooms, contracted services, trading as a café.

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.

If you generate a profit/surplus from trading activity, what is this used for?

Broad community impact

Community businesses engage with a variety of different groups in their community and address different community needs. They may have a 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 need to describe how your community business gives local people real, ongoing decision making power to shape how your 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.

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?

Your project

More about your project

Please tell us more about the project or business that you are seeking to fund through a community share issue. What makes it special? Why should we want to fund it? How does it our aims and priorities? 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?

Project impact

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

What impact(s) will your project have on your community?

Please select...

- Increased employability
- Improved health and well-being
- Better access to services
- Reduced social isolation
- Improved environment
- Greater community cohesion
- Greater community pride and empowerment
- Economic regeneration
- Improving access to digital products or services
- Tackling racial injustices and inequity

Hold down the Ctrl key to make more than one selection.

For the impact area(s) you selected, please tell us briefly how your community business intends to go about achieving these impacts.

Charitable purpose

In your Expression of Interest form, you identified one or more charitable purposes that your project will meet.

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

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.

Who are the people you are trying to help?

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.

Please select...

- Children
- Communities experiencing health inequalities
- Communities experiencing racial inequity
- Educational deprivation
- Ex-offenders
- Financial deprivation
- LGBTQIA+ community
- Living in poverty
- Long-term unemployed
- No specific disadvantaged groups
- Older people
- Other specific target groups
- Parents
- People experiencing domestic abuse and violence
- People experiencing homelessness
- People experiencing loneliness and social isolation
- People experiencing marginalisation due to pregnancy and maternity
- People experiencing poor mental health
- People from minoritised ethnicities
- People who are pushed into crisis
- People with addiction issues
- People with caring responsibilities
- People with learning or physical disabilities
- People with long-term health conditions
- Refugees and migrants
- Victims of crime
- Women and girls
- Young people

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

Children

Communities experiencing racial inequity

Ex-offenders

LGBTQIA+ community

Communities experiencing health inequalities

Educational deprivation

Financial deprivation

Living in poverty

Long-term unemployed	No specific disadvantaged groups
Older people	Other specific target groups
Parents	People experiencing domestic abuse and violence
People experiencing homelessness	People experiencing loneliness and social isolation
People experiencing marginalisation due to pregnancy and maternity	People experiencing poor mental health
People from minoritised ethnicities	People who are pushed into crisis
People with addiction issues	People with caring responsibilities
People with learning or physical disabilities	People with long-term health conditions
Refugees and migrants	Victims of crime
Women and girls	Young people

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

The Booster Fund is particularly interested in supporting minoritised communities and young people. **If relevant please explain how your project works with these groups of people. If this isn't applicable to you, don't worry just write 'not currently applicable'**

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.

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.

By young people we mean people 35 years and under.

Your grant funding needs

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.

The grant application is split into two parts:

1) Getting investment ready - Expert input to help develop your business plan, community engagement work, governance structure, legal registration, and the share offer document

2) Launching the offer - Applying for the Community Shares Standard Mark and costs associated with promoting the live offer

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.

We expected grants awards to average £5,000 (minimum £2,000, maximum £10,000).

What grant funding are you applying for?

Tick all that apply

Part 1: Getting Investment Ready?

Part 2: Launching the offer?

Total Grant Items

Getting Investment Ready

If getting investment ready please tick all that apply

- Governance structure
- Legal registration
- Business plan
- Community engagement
- Property valuation or negotiation
- Other

Getting Investment Ready - Grant item

Getting Investment Ready

For all the items you have ticked, please explain:

What is the activity you need funding for?

e.g. writing the offer document

Who will undertake the activity?

e.g. external consultant

When do you expect the activity to take place?

i.e. in the first week of March 2018

How much will it cost?

Maximum 255 characters

i.e. 1200

How have you calculated the cost?

e.g. Four days work at £300 per day

If you wish to add any further grant items please click here (you can add up to a maximum of 5)

Launching the offer

Launching the Offer

Please now complete any items associated with launching the offer such as applying for the Community Shares Standard Mark.

You will be able to include additional items once you complete this item.

What is the activity you need funding for?

e.g. producing a promotional video for the share offer

Who will undertake the activity?

e.g. creative agency

When do you expect the activity to take place?

i.e. in the first week of March 2018

How much will it cost?

i.e. £1200

How have you calculated the cost?

e.g. Four days work at £300 per day

If you wish to add any further grant items please click here (you can add up to a maximum of 5)

Your share offer plans

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...

- 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 - We have already launched our share offer
- Early stage – We are interested in finding out more, but haven't taken any steps towards the community share pathway

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?

Please select...

- Pioneer Offer
- Time-bound Offer
- Open Offer
- Recovery Share offer
- Business Growth Offer
- Membership offer

Don't know

- 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 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

Please tell us a little bit about any land or buildings that are part of your community share offer.

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

Please select...

- Yes
- No

Is the property on the National Heritage List for England?

Please select...

- Yes
- No

To be of special historic interest a building must illustrate important aspects of the nation's social, economic, cultural, or military history and/or have close historical associations with nationally important people. More information can be found from Historic England [here](#)

What is the rough cost of the land or buildings?

Please only include numbers. No commas, full stops or symbols (£)

Who owns the land or building?

Are you planning an asset transfer (purchase) or lease?

Please select...

- Yes
- No

Is it registered as an Asset of Community Value (ACV)?

Please select...

- Yes
- No

Is the building in a conservation area?

Please select...

- Yes
- No

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?

Option to upload supporting documents, eg. 'statement of heritage significance' etc.

How much money do you need for your project

How much money do you think need to raise and how much of this can be raised through community shares from your community investors?

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.

You will be able to request a different amount of match funding if you are invited to full Equity Application.

Please provide a rough estimate of the amount of equity match investment you will be requesting from the Booster Fund

The Booster Fund Panel will look at your investment needs, business case and how well you fit the investment priorities to determine how much we could invest. Investments could range from £10,000 to £100,000, although the typical investment is expected to be £20,000-50,000.

Through this equity investment, Co-operatives UK and/or Community Shares ICOF becomes an institutional investor in your community share offer. We invest on the same terms as all your other community investors, with the same voting rights and terms as laid out in your share offer document. The only difference is that as a larger investor, we will only request to withdraw our investment at a pro-rata rate, so that we do not take priority over other community investors.

Investment by either Co-operatives UK or Community Shares ICOF will not exceed 50% of the society's overall withdrawable share capital, so that neither becomes a majority shareholder in the society.

Have you identified any other practitioners or providers you wish to work with as part of your grant application?

Affordability of shares

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?

Key milestones

Share offer dates

Please tell us when you intend to launch and close your share offer.

Intended share offer launch date

Intended share offer closing date:

Please outline any key development milestones linked to your community share offer plans, for example, planning permission approval, purchase completions.

Intended date of submission of share offer documents to Booster Panel

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.

Key milestones

Have you appointed a licensed practitioner to undertake a Community Shares Standard Mark Assessment as part of your grant application?

- Yes
- No

All applicants receiving support are ordinarily 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: [Community Shares Standard Mark](#)

Have you identified any other practitioners or providers you wish to work with as part of your grant application?

- Yes
- No

Supporting documentation

If available, please provide supporting documents to give us further information about your organisation and your plans.

Documents we are looking for include the following:

- Business plan and any connected documents (for example, marketing materials)
- Share offer document (draft/final)
- Any available past annual accounts, ideally going back three years
- Budget and cashflow for the current financial year
- Latest available management accounts (up to the last full quarter)
- Any available impact/project plans or evaluations from your work
- Any available future financial forecasts - ideally a two-year forward looking cashflow
- Any leases or valuations you may have for the property you are aiming to acquire and/ or run
- Other (if other, please list)

Additional documentation

If available, please provide the following

- Health & Safety Policy
- Equality and Diversity Policy
- Environmental Policy
- Privacy Policy
- Conflicts of Interest Policy
- Safeguarding Policy (if you work with children, young people or vulnerable adults you must supply this policy)
- Health & Safety Policy
- Equality & Diversity Documentation
- Environmental Policy
- Privacy Policy
- Conflicts of interest policy
- Safeguarding Documentation (if the applicant is working with children, young people or vulnerable adults)

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Contact Information

Funded by:



Delivered in partnership:

