

Social Enterprise Application Guidelines

Suffolk Community Foundation (SCF) recognises the important role that social enterprise can play in improving the lives for people in our communities. As a funder, SCF primarily funds registered charities, but we are equally open to support social enterprises (SEs) providing they meet key criteria, some of which are outlined below. As with charities, SEs would also have to meet our general grant making guidelines; please open the following link for further information –

<https://www.suffolkecf.org.uk/apply-for-a-grant-introduction/apply-for-a-grant/>.

Our Hidden Needs Report may also be useful to strengthen the case for funding - <https://www.suffolkecf.org.uk/suffolks-hidden-needs/>

If you are considering applying for a grant, you will need to demonstrate, through your constitutional documents, that your organisation is operating as an eligible social enterprise, which we can fund, by meeting the following criteria:

Criteria	Evidence
Demonstrate that your services are for public benefit and have charitable aims/objects	Constitutional documents ¹ <i>Example charitable objects can be found:</i> https://www.gov.uk/government/publications/example-charitable-objects <i>Examples of public benefit can be found:</i> https://www.gov.uk/government/publications/public-benefit-an-overview
Confirm that your organisation does not pay dividends (or operate any other profit-sharing schemes)	Constitutional documents will detail
Evidence that your organisation is not totally reliant on grant funding and is working towards, or achieving 50% of its income from trading	Year end and management accounts (less than 6 months old) which define income sources
Have at least 3 independent Directors or Trustees who are not related	Constitutional documents
Holds an Asset lock	Constitutional documents which show that in the event of closure, any assets that remain will be transferred to a <i>named</i> organisation with similar charitable objects

¹ The term “constitutional documents” within this table refers to memorandum and articles of association, rules, or governing documents that are in the public domain.

Can you provide supporting documentation?

Your application can only be processed if you are able to supply the following documentation with your completed application form:

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- **Constitutional documents**
- Your most recent **Annual Accounts** which must include details of service contracts or grants secured, existing loans and financial commitments and level of reserves. If your accounts are more than 6 months old we will also require a copy of your latest **Management Accounts**.
- **Safeguarding Policy** (which must contain details of the organisation's Designated Safeguarding Officer and their contact details; types and signs of abuse; the organisation's referral process for safeguarding concerns)
- **Equal Opportunity Policy** (which must contain reference to the latest equality legislation e.g. The Equality Act 2010; the nine protected characteristics)

You may also be asked to supply

- A business plan (including income and expenditure forecasts)

If you are a newly formed organisation, with a limited track record, we would still expect documentation that fulfils the above criteria.

Eligibility for funding?

Please refer to our grantmaking guidelines for full details - <https://www.suffolkcf.org.uk/apply-for-a-grant-introduction/apply-for-a-grant/>

Speak to our grants team.

We encourage you to discuss your financial requirements with our grants team first. Set out your plans and proposals, what the anticipated outcomes/impacts will be and how they will be measured and reported. Our team will then be able to explain what funding is available and what will be required to support your application. They will also be able to go through your organisation's service delivery and funding requirements and confirm whether these meet the objectives of the funds that we administer.

If you meet our funding requirements but are not encouraged to put an application forward, it will be because we do not have funding that matches your current requirements.

Organisations that are encouraged to apply will be given advice and support, however, applying does not guarantee funding.