

# CO-OPERATIVE AND SOCIAL ENTERPRISE FUND GUIDANCE

CO-OPERATIVE  
GLASGOW

**GSEN**

Glasgow  
Social  
Enterprise  
Network



## 1. BEFORE YOU APPLY

Please read the following information, before completing the application form:

- Information and Guidance for Applicants (this document)
- Social Enterprise Strategy <https://www.glasgow.gov.uk/CHttpHandler.ashx?id=42639&p=0>
- Glasgow Economic Strategy 2016 – 2023 <https://www.glasgow.gov.uk/article/20421/Economic-Strategy>
- Application Form

Please ensure that your application for funding addresses the purpose of the Glasgow Co-operative &

Social Enterprise Fund, meets the funding themes and criteria and that its priorities and the applicant

organisation meets the eligibility requirements.

If you have any queries, or would like to discuss your application prior to submission, please contact the Economic & Social Initiatives Team by email:

[Co-operativeBusinessDevelopmentFund@glasgow.gov.uk](mailto:Co-operativeBusinessDevelopmentFund@glasgow.gov.uk) or call the ESI team. Paul Morris 0141 287 6182

## 2. HOW MUCH FUNDING CAN YOU APPLY FOR?

It is anticipated that maximum awards should not exceed £5,000.

## 3. WHAT WILL THE FUND SUPPORT?

The fund is targeted at growing the Social Enterprise, co-operative, mutual and industrial provident society sectors in Glasgow and to facilitate cooperative start-up businesses. Funding is aimed at transformational business development activities in areas such as service provision, capability

and financial sustainability. The fund will support activities that build organisational capacity in areas such as:

- Operations (relating to Social Enterprise, co-operative start up, growth and development needs)
- Skills and skills utilisation
- Marketing and business development
- Governance and financial controls
- Service development and expansion
- New markets

Please refer to Section 5 for more information on thematic considerations, particularly those relating to 2021/22.

#### **4. WHAT THE FUND WILL NOT SUPPORT**

The following are not eligible for the fund:

- Organisations that are insolvent or at risk of insolvency
- Proposals that seek to replace existing debt finance
- Proposals that relate to the ongoing delivery costs of services i.e. core costs related to the existing day-to-day running of the organisation, such as staff costs, rather than specific development activity that will positively impact on the organisation in relation to increasing its capacity, capability and sustainability
- Unincorporated associations
- Businesses outwith the Glasgow boundary
- Activities that support beneficiaries who live outside Glasgow

#### **5. THEMATIC CONSIDERATIONS**

In order to link with the aspirations and actions contained within A Social Enterprise Strategy for Glasgow and the associated actions contained in the Action Plan. Please note that the CSEF 2021/22 shall prioritise the following areas of activity:

- Covid-affected social enterprise and co-operative sectors: including cafes, community sports and retail;
- Digital Development, relating to online presence (B2B/B2C) and digital inclusion , and;
- Addressing food poverty
- Outdoor Entrepreneurial Activity

## 6. VAT

If your organisation is eligible to reclaim VAT, the amount of funding you ask for must exclude VAT. Glasgow City Council will not support VAT costs where these can be reclaimed.

## 7. STATE AID

State Aid is a European Commission term which refers to forms of assistance from a public body, or publicly-funded body, given to undertakings on a discretionary basis, with the potential to distort competition and affect trade between member states of the European Union.

Now that the United Kingdom has left the European Union, State Aid regulations have been removed from law. The United Kingdom Government's Department for Business, Energy and Industrial Strategy has published guidance materials on "Subsidy Control", which can be accessed here:

<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

In order for the Council to comply with its obligations under this guidance, please provide, alongside your application, evidence of any State Aid received in the previous three financial years.

The guidance in this area is subject to change, following the United Kingdom's exit from the European Union. If unsure of the latest position, applicants should please contact the Economic & Social Initiatives Team for advice.

## 8. TIMESCALE FOR APPLICATIONS

Please note the closing date for applications is Friday the 11th of March 2022, or sooner if funds exhausted. In the event of a successful application decision, applicants must ensure that all requirements as outlined are undertaken.

Activities to be undertaken in 2022/23 must be agreed in advance to allow for full financial management of the Fund.

## 9. APPRAISAL AND ASSESSMENT PROCESS

Applications will be assessed by the Economic Development Funding Panel (an officer group) of Glasgow City Council and will strive to make decisions within 6 weeks of your application being received. Please be aware that any information omitted from your application will result in delays and possible rejection.

## 10. CHECKLIST

Before submitting your application please check you have included the following:

- A copy of the governing documents adopted by your organisation (constitution, memorandum and articles of association etc).
- Your most recent audited accounts, or independently signed statement of income and expenditure.
- Your most recent annual report, if applicable.
- A copy of your equality and diversity policy.
- A copy of a business plan/proposal relevant to your application.

## 11. HOW TO APPLY

Please email the application form and all supporting documentation to:

[Co-operativeBusinessDevelopmentFund@glasgow.gov.uk](mailto:Co-operativeBusinessDevelopmentFund@glasgow.gov.uk)

If your supporting documentation is not available electronically, please send hard copies to the address below, clearly stating what they refer to:

Alan Davidson,  
Economic Development Manager  
Economic and Social Initiatives  
Glasgow City Council  
Exchange House  
231 George Street  
Glasgow,  
G1 1RX