

Application Form

Midlothian Council is delighted to be sponsoring the award in the category of Social Enterprise as part of the continuing support that it gives to the work of the Chamber. The award is intended to recognise the Social Enterprise that has achieved the most during the last 12 months. This will be measured against both their trading goals and their social impact goals.

We are inviting nominations either from 3rd parties or from the organisations themselves. The organisation does **not** have to be:

- A registered charity
- An incorporated body [e.g. Company Ltd by guarantee or Scottish Charitable Incorporated Organisation]
- A current member of Midlothian and East Lothian Chamber of Commerce [MELCC]

Nominations need to be made on this form and should clearly indicate:

- What social benefit[s] the organisation exists to achieve? *In no more than one page of A4*
- What is the Business Model? How do you generate income to make you sustainable? *[Maximum of one side A4 plus any attachments]*
- What it has done in the last 12 months that makes it a worthy recipient? *In no more than one page of A4*

Nominations should be sent to John Anzani at the address shown below either as hard copy or an attachment to an email. If you have any questions regarding the process please contact John by whichever means is most convenient.

Closing date for submissions of **completed** nominations is **Midnight** on Wednesday 7th September 2016

A panel will decide on the shortlisted organisations and the winner. The panel will be drawn from representatives of the Social Enterprise Alliances in both Midlothian and East Lothian and of Business Gateway Edinburgh & Lothians

Organisation Name	
Contact Name	
Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	
Organisation Website Address	

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Social Benefit

Please tell us about your social enterprise, including information about the following: What are your activities? What needs do you seek to meet? Who or what is/are the recipients? You may wish to include information about numbers of jobs/training places/volunteer opportunities created. If you require additional space please attach a maximum of one side of A4

Business Model

Please tell us how your social enterprise is (or will become) financially sustainable. Tell us about your income-generating activities, including sales of goods or services and contracting. If you currently receive grant funding, how are you seeking to reduce this? What do you do to promote your social enterprise to a wider market?

Please include where relevant most recent accounts and projections for next one year.(3 year pointless as crystal ball gazing) If you require additional space please attach a maximum of one side of A4

Success story

Please give us an example of a piece of work from the last 12 months that you feel shows an excellent outcome for your social enterprise? What factors contributed to the success? How would you do it even better if doing it again? If you require additional space please attach a maximum of one side of A4

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LEGAL – PLEASE CIRCLE

- Are you up to date with all statutory requirements for tax, VAT and business rates where applicable?

Yes

No

- Do you comply with all employment legislation, and do you ensure that no unlawful discrimination occurs in recruitment, conditions of service, promotion, transfer, or redundancy?

Yes

No

- Do you comply with all relevant environment protection legislation, health and safety and any other such statutes pertaining to your industry / sector/service offering?

Yes

No

Declaration

I/we declare that the information on this application is to the best of my/our knowledge complete and accurate.

Signature[s] of Applicant[s]:

Date:

Print name[s]:

Position[s] in company:

It is understood that Midlothian and East Lothian Chamber may wish to use details of the award for promotional purposes and that you shall co-operate fully in any publicity organised for the scheme.

Return to: John Anzani, Economic Development Section, Education, Communities and Economy Division, Fairfield House, 8 Lothian Road, Dalkeith, Midlothian EH22 3ZN **0131-271-3451**
john.anzani@midlothian.gov.uk **Closing Date** **Midnight** on Wednesday 7th September 2016