

Social Enterprise Awards Scotland 2018 - Application Information Sheet

This document summarises the information you will be asked to provide during the online application process for the Social Enterprise Awards Scotland 2018.

Award categories

Which category are you applying for?

- Category 1 – Social Enterprise of the Year
- Category 2 – One to Watch Award
- Category 3 – Prove It: Social Impact Award
- Category 4 – ‘Buy Social’: Market Builder Award
- Category 5 – Environmental Social Enterprise
- Category 6 - Social Enterprise Champion – under 26
- Category 7 – Social Enterprise Champion – over 26

Is the organisation you wish to nominate a social enterprise? Yes/No

Eligibility Questions

Social enterprises applying in categories 1,2,3,4 and 5 will be asked to complete the below eligibility checklist. Other types of organisations entering category 4 will not be asked for this information. Not required for categories 5 and 6.

The business has a clear social or environmental mission that is set out in its governing documents	Yes/No
Is an independent business and earns more than half of its income through trading - or is working towards this* (unless trading for less than 24 months)	Yes/No
Is the organisation controlled or owned in the interests of the social mission?	Yes/No
Does the organisation reinvest or give away at least half its profits or surpluses towards its social purpose?	Yes/No
Is the organisation transparent about how it operates and the impact that it has?	Yes/No

** Please note to be shortlisted for the UK Awards your business must earn more than half of its income through trading (winners in Scotland categories 1-5 are automatically shortlisted for the UK awards).*

If you answered no to any of the above questions, please do not complete the application as unfortunately you will not be eligible to enter the awards.

Organisation Details

Details of the organisation you wish to nominate:

- Organisation name
- Registered Company Number
- Legal Form
- Date Organisation Established
- Date Started Trading
- Website

Organisation Contact

Details of a contact person at the organisation you wish to nominate:

- Contact name
- Contact job role
- Contact email
- Contact Telephone
- Correspondence address

Organisation Employees

Details of the number of employees and volunteers working for the organisation you wish to nominate:

- Number of employees
- Number of volunteers

Finances for 2016/17 and 2017/18

This information is required for social enterprises entering categories 1, 2, 3, 4 and 5. It is not required for other types of organisations entering category 4. Not required for categories 5 and 6.

- Trading income
- Non trading income for private sector
- Non trading income from public sector
- Total income
- Profit before reinvestment
- Amount reinvested

Your Nomination (Organisations)

You will be asked to answer the below questions if you are applying in all categories except categories 5 and 6.



Tell us about the organisation you are nominating

Describe the organisation you are nominating – what it does, its business model, what its social mission and values are, where it is, and what size it is, who its customers are or what contracts it delivers. (1800 characters, approx 250 words)

Social or Environmental Purpose or Impact

Summarise the social or environmental purpose of the social enterprise and provide a detailed assessment of the difference made through this social enterprise's work. (1800 characters, approx 250 words)

Category-specific information

Please provide information and evidence to substantiate the award nomination (please refer to the specific criteria in the criteria descriptions). (2800 characters, approx 400 words)

Tell us about what your organisation has achieved in the last 12 months.

Describe the reason why the organisation should be recognised as the best in its field this year (April 2017 – April 2018). (2100 characters, approx 300 words)

Supporting Documents

You can also send testimonials, annual accounts/report and evidence of impact reports or anything else that is relevant to support your application (two documents, max 10 pages each; no weblinks).

Your Nomination (Individuals)

You will be asked to answer the below questions if you are applying in categories 5 and 6

Tell us about the person you are nominating

Tell us about the individual you are nominating and why they should be recognised as this year's Social Enterprise Champion. (400 words maximum)

What challenges have they overcome to get to where they are today? (200 words maximum)

The Evidence

Provide evidence to substantiate the award nomination. Please refer to the specific criteria in the criteria descriptions. (300 words maximum)

Supporting Documents

You can also send testimonials, annual accounts/report and evidence of impact reports or anything else that is relevant to support your application (two documents, max 10 pages each; no weblinks).