



Probation Service Social Enterprise ‘Kick Start Seed Fund’

Application Form for Category B – Start-Up & Development Costs

What does the Start-Up & Development Costs Grant cover?

The Start-up and Development Grant is designed to assist the promoter with establishing and/or growing their social enterprise. It is relevant for enterprises that have progressed beyond the feasibility stage, have identified their target market and can show a realistic opportunity for sustainability.

Grant expenditure may be considered under the following headings:

- Capital items
- Contribution towards staffing/salary costs to develop the business
- Fit-out
- Renovation
- Marketing costs

Up to €30,000 is available for start-up & development costs with **25%** match funding¹ i.e. a total spend of €40,000 if the maximum grant of €30,000 (75%) is awarded.

Section 1: About you

1. How much funding are you applying for?

2. Enter the legal name and main contact details of the organisation applying for funding.

Organisation Legal Name	
Other Name(s) by which the organisation is known (i.e. Trading Name)	
Address	
Main Telephone Number	
Main Email Address	

¹ Match funding is the requirement of an organisation to secure a percentage of the overall funding required for a specific project from other sources.

3. Enter some additional information on the organisation applying for funding.

Date of establishment of organisation	
Number of staff currently employed in organisation (Please include Organisation Chart)	
Organisation Category	<ul style="list-style-type: none"> • Which of the following best describes your organisation <ul style="list-style-type: none"> • <input type="checkbox"/> (i) Public Body • <input type="checkbox"/> (ii) Private Company • <input type="checkbox"/> (iii) Voluntary Organisation •
Organisation Legal Form	<p>Please tick one box only <input checked="" type="checkbox"/>)</p> <ul style="list-style-type: none"> • <input type="checkbox"/> • Statutory Body • <input type="checkbox"/> • Company • Please specify type: • Enter CRO Number: <p style="text-align: right;">Other (please specify):</p>
Are your accounts audited annually	<ul style="list-style-type: none"> • <input type="checkbox"/> Yes • <input type="checkbox"/> No

4. Enter the contact details of the main person who will be responsible for answering any queries concerning this application.

Name	
Title/Position in the Organisation	
Address (if different to that provided above)	
Telephone Number (landline)	
Telephone Number (mobile)	
Email Address	

5. Enter the details of your organisation's Tax Clearance Certificate (TCC)?

Tax clearance in place	<ul style="list-style-type: none">• <input type="checkbox"/> Yes• <input type="checkbox"/> No• <input type="checkbox"/> Application underway
Tax Reference ID	<ul style="list-style-type: none">•
Tax Clearance Access Number	<ul style="list-style-type: none">•

6. Outline your governance structure including whether the social enterprise is being governed by a new board, an experienced board or is a subsidiary.

7. How did you hear about this grant?

Section 2: The Idea

1. Title of your business initiative (limited to 10 words).

2. Provide a brief overview of your project (max. 200 words)

3. What stage are you are (select one):

- Planning (not yet trading)
- Start-up (up to 12 months trading)
- Later stage start up (trading 1 – 2 years)
- Growth (trading over 2 years)

4. What are the societal issues your social enterprise will address? (max. 300 words)

Please be specific, if you are providing employment for people with criminal convictions, how many jobs each year and are these for limited time or long term employment contracts. If they are time limited contracts how will you ensure people progress onto employment after the Social Enterprise?

5. Please evidence the need for your social enterprise? (max. 300 words)

Please provide details of any initial research already carried out.

6. Are you basing your social enterprise on a similar type of business or is it a new concept? Please give details (max. 200 words).

SECTION 3 : Social benefits/outcomes

- 1. How does your social enterprise align with the Department of Justice & Equality Social Enterprise Strategy? (max. 220 words)** To access this Strategy click [here](#).
- 2. How will you measure your outcomes?**
Please provide detail on what data will be collected, when and by who, and how this will show you have made an impact? (max. 300 words)

Section 4: Governance & Risk Management

- 1. Describe your governance structure.**
Clarify whether the social enterprise is being governed by a new board, an experienced board or is a subsidiary. Detail the specific business skills on your board / governance structures that will assist this social enterprise to be a success (max. 400 words)
- 2. Include the job descriptions/role profiles of any existing staff/management.**
- 3. What are the key risks within your business model and how will you manage these? (approx. 400 words)**

	Risk	Our method to reduce risks
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ence of need/market research.

Please provide information on who is already active in the target market - competitor analysis (max. 300 words)

Section 5: Financial

1. Please provide the total projected budget of this Social Enterprise development (annual cost only)

- The budget projections must be completed under the following headings on a separate sheet. Please clearly identify match funds under income and expenditure (match funds must be 25% of the amount you are applying for)

Income	€
Projected sources of income - see (a)	
Expenditure	
Direct Costs - staff (b)	
Indirect Costs - overheads (c)	

Guidance on completion of the budget projections (where applicable) is as follows:

- All projected income must be listed clearly identifying all sources of income for this development.
- Direct Costs - Staff - please list individual staff in your projections and provide a total payroll cost in respect of each staff member. To support this cost the following detail must also be provided:
 - staff roles detailing people with past convictions and/or professional staff.
 - Proposed salary and salary scale
 - Identify if full time or part time staff member
 - For temporary staff please provide hourly rates and costs
- Indirect Costs/Overheads should be as detailed as possible, i.e. overheads are broken into separate costs for insurance, light, power, rent, materials, marketing etc. rather than grouped into more general categories. Please also provide your assumptions for calculating these costs.

2. In your projected budget please outline assumptions for calculation of income from trade. (300 words)

3. By year 2, approximately how much funding do you expect to make from; trade, state subsidies (including state funding of any kind, i.e. CE, CSP etc.), and from philanthropy and fundraising?

Trade income	%
State subsidies	%
Philanthropy/ funding raising	%

4. Please provide projected budgets for the next three years?

- Budgets must provide all staff costs on an individual line by line basis and identify clearly which staff roles correspond to people with past convictions and which to professional staff.

- Costs should be as detailed as possible, i.e. overheads are broken into separate costs for insurance, light, power, rent, materials, marketing etc. rather than grouped into more general categories.
- Income must be clearly labelled, if there are multiple sources of income.

5. If you are an existing organisation, please provide the following documentation:

- Audited Financial Statements (where applicable) or in cases of an audit exemption, an Income & Expenditure Account and Statement of Assets and Liabilities from the last two years
- Company registration certificate
- Charity number
- Planning Permission (e.g. change of use of premises or new premises), if applicable
- Any relevant licences or authorisations for the sector.

Section 6: Additional Information

1. Provide any additional information that you think is relevant (max. 250 words).

Section 7: Data Protection & Freedom of Information.

Data Protection

The Probation Service will treat all information and personal data you give us as confidential. The Probation Service is registered as a Data Controller under the Data Protection Acts 1998 & 2003.

Freedom of Information

The Probation Service wishes to remind applicants that the information supplied in the application form and supporting documentation may be released, on request, to third parties, in accordance with the Probation Service's obligations under the Freedom of Information Act 2014.

You are asked to consider if any of the information supplied by you in applying for funding under dormant account funding should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity.

Disclaimer of Liability for the Application

The Probation Service shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- a) The application or the subject matter of the application
- b) The rejection for any reason of the application.

Declaration

I hereby confirm that I have completed this application myself and that all information within is accurate and correct to the best of my knowledge.

Name: _____

Date: _____