

## Probation Service Social Enterprise 'Kick Start Seed Fund'

### Application Form for Category A – Feasibility Study/Market Research

#### What does the Feasibility Grant cover?

The Kick Start Seed Fund feasibility grants are designed to assist the promoter with researching market demand for a product or service and to examine the sustainability of that product or service. The grant helps with innovation costs including specific consultancy requirements, hiring expertise from third-level colleges, private specialists, design, patent costs and prototype development.

Grant expenditure may be considered under the following headings:

- Market Research Costs – to develop the business proposition.
- Consultancy Costs – to include design fees, architect fees and legal fees.
- Technical Development/Prototype/Innovation – to include prototype development, innovative design, research costs and third-level college consultancy.

#### 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	

**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"> <li>• Which of the following best describes your organisation               <ul style="list-style-type: none"> <li>• <input type="checkbox"/> (i) Public Body</li> <li>• <input type="checkbox"/> (ii) Private Company</li> <li>• <input type="checkbox"/> (iii) Voluntary Organisation</li> </ul> </li> </ul>
Organisation Legal Form	<p>Please tick one box only <input checked="" type="checkbox"/>)</p> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Statutory Body</li> <li>• <input type="checkbox"/> Company</li> <li>• Please specify type:</li> <li>• Enter CRO Number:</li> <li>• <input type="checkbox"/> Other (please specify):</li> </ul>
Are your accounts audited annually	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Yes</li> <li>• <input type="checkbox"/> No</li> </ul>

**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"><li>• <input type="checkbox"/> Yes</li><li>• <input type="checkbox"/> No</li><li>• <input type="checkbox"/> Application underway</li></ul>
Tax Reference ID	
Tax Clearance Access Number	

**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 fund?**

**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 are the societal issues you believe such a social enterprise, if deemed suitable, will address?(max. 300 words)**
- 4. What makes you think there is a need for our social enterprise? (max. 200 words)**  
Please provide details of any initial research already carried out?
- 5. Are you basing your social enterprise on a similar type of business or is it a brand 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? (220 words)** To access this Strategy click [here](#). (also available at <http://www.justice.ie/EN/PB/WebPages/WP17000016>.)
2. **Tell us how you plan to research and develop your idea and how you will measure your outcomes?** (max. 200 words)

## SECTION 4: Financial

1. **Please provide the total projected budget of this Social Enterprise Market Research/Feasibility Study.**
  - The budget projections must be completed under the following headings on a separate sheet.

<b>Income</b>	€
Projected sources of income - see (a)	
<b>Expenditure</b>	
Indirect Costs - overheads (b)	

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

- a) All projected income must be listed clearly identifying all sources of income for this market research/feasibility study, including amount of grant applied for through this fund.
  - b) Indirect Costs/Overheads should be as detailed as possible, i.e. overheads are broken into separate costs for research, materials, travel, marketing, stationary, print etc. rather than grouped into more general categories. Please also provide your assumptions for calculating these costs.
2. **If you are an existing organisation, please provide the following documentation:**
    - Audited financial statements (where available) or in cases of audit exemption, an Income & Expenditure account and Statement of Assets and Liabilities from the last two years
    - Company registration certificate
    - Charity number (if you have one)
    - Planning Permission (e.g. change of use of premises or new premises), if applicable
    - Any relevant licences or authorisations for the sector

## Section 5: Additional information

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

## Section 6: 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: \_\_\_\_\_