

**European Social Fund**

**Social Innovation Fund**

**STAGE 1 APPLICATION**

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| **LEAD APPLICANT:** |  |
| **PROJECT TITLE:** |  |



**1: DETAILS OF ALL ORGANISATIONS INVOLVED IN THE PROJECT**

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| **Social Economy Organisation** |
| **Name of Organisation** |  |
| **Main Contact** |  |
| **Job Title/Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

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| **Organisational Status** |
| **Incorporated Body** |  |
| **Organisation type** |  |
| **Registered Company No** |  |
| **Registered Scottish Charity No** |  |
| **When was your organisation established** |  |
| **Is the applicant organisation a local branch of a national charity, a subsidiary or affiliated to a parent company** |  |

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| **Academic/Research Organisation**  |
| **Name of Organisation** |  |
| **Main Contact** |  |
| **Job Title/Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

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| **Other Organisations**  |
| **Name of Organisation** |  |
| **Main Contact** |  |
| **Job Title/Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

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| **Other Organisations**  |
| **Name of Organisation** |  |
| **Main Contact** |  |
| **Job Title/Designation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

**2: ABOUT YOUR PROJECT/IDEA**

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| **Please state the proposed start and end dates of your project.** |
| **Start date:**  |  | **End date:** |  |

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| **Tell us about the social problem you want to solve/address and the idea you want to research and develop. *(max 500 words)*** |
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| **Who will benefit from your idea (beneficiaries) and how will you involve them in the project? *(max 500 words)***  |
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| **Tell us how you plan to research and develop your idea? How will you measure success? *(max 500 words)*** |
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| **Describe the collaboration/partnership arrangements in place. *(max 500 words)*** |
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| **How will you demonstrate commitment to and promotion of Equal Opportunities, Social Inclusion and Environmental Sustainability in your project and partnership? *(max 500 words)*** |
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**3: FINANCIAL INFORMATION**

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| **Please detail the costs of all staff employed 100% on the project** |

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| **Organisation** | **Job Title** | **No. of Months** | **Gross Salary (£)** | **+15% or +40%** | **Total Cost (£)** |
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| **Total Project Cost** | **£** |

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| **If you have applied the +40% model above please provide justification for the higher indirect cost methodology.** |
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| **Have you secured any other funding for your project?**  | **Yes** [ ]  **No** [ ]  |

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|  **Funding Provider** | **Value (£)** | **Confirmed Y/N** |
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| **Have you or any of the partners in your proposal received any *de minimis* aid in the last 3 fiscal years?** | **Yes** [ ]  **No** [ ]  |

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| **If yes, please provide details** |
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**4: DECLARATION**

**By signing this declaration you are confirming that you are an authorised signatory for the Lead Applicant organisation applying to the Social Innovation Fund on behalf of your collaboration/partnership. You are also confirming that the statement below is accurate.**

As far as we know and believe, all of the information in this application form is true, accurate and complete. We are authorised to allow this proposal to go ahead. We are happy for the Scottish Government to:

* publish details of the financial support they are giving to this proposal;
* give any details they have about our proposal from this application or from future assessments to Scottish Government colleagues, other agencies, including other grant-making bodies; and
* use any of these details in news releases, case studies, publications and other publicity materials.

The Scottish Government can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.

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| **LEAD APPLICANT AUTHORISED SIGNATORY DETAILS** |
| **Full Name:** |
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| **Designation:** |
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| **Contact address:** |
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|       |
| **Telephone:** |  | **Email:** |
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| **Signed:** |
|       |
| **Date:** |
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| **Checklist for Applicants** | **Checked** |
| **Yes** | **No** | **n/a** |
| Have you provided the name of the Lead Applicant and Project title (page 1) |  |  |  |
| Have you given **full** details of all organisations involved in the application? Does this include one social economy organisation and one research partner? (pages 2 - 4) |  |  |  |
| Have you provided a start and end date for the proposal? (page 5) |  |  |  |
| Have you given full details of the social problem and the idea you want to research and develop? (page 5) |  |  |  |
| Have you stated who will benefit from your idea and how you will involve them in the project? (page 6) |  |  |  |
| Have you explained your plan to research and develop your idea and measure success? (page 7) |  |  |  |
| Have you clearly described the collaboration/partnership arrangements in place? (page 8) |  |  |  |
| Have you demonstrated how your partnership is committed to and promotes Equal Opportunities, Social Inclusion & Environmental Sustainability? (page 9) |  |  |  |
| Have you provided details of Staff Costs and calculated the Total Project Cost correctly (page 10) |  |  |  |
| If you have used +40% model, have you provided justification? (page 10) |  |  |  |
| If you have secured any other funding for the project have you provided details? (page 10) |  |  |  |
| Have you answered State Aid about you **and** your partners? If de-minimis aid has been received in the last 3 fiscal years has this been declared? (page 10) |  |  |  |
| Have you fully completed, signed and dated the application form? (page 11) |  |  |  |
| If the Lead Applicant is the social economy organisation have you attached the latest set of annual accounts? |  |  |  |
| Have you included letters on headed paper from partner organisations confirming their involvement in the partnership/project? |  |  |  |
| Have you saved your document as the Project Title? Have you used the Project Title in your email to ApplicationsGrowingtheSocialEconomy@gov.scot? |  |  |  |
| Have you addressed the certified hard copies of this application form, and any supporting documents to - The Scottish Government, DG Communities, EHRTS Division, Longman House, 28 Longman Road, Inverness, IV1 1RY? |  |  |  |