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**SWEF Enterprise Fund Application Form**

**Please ensure you have ticked all the boxes, relating either to a *new* or *existing* business, before submitting the form to ensure you have provided all of the information required.**

*Requirements for business's yet to start trading:*

1. [ ] Thorough market research has been carried out to understand demand for your product or service (for example product samples have been shown to a target audience and feedback gathered).
2. [ ] If the business involves a product, knowledge of where it will be made and the associated costs.
3. [ ] Any training required to start the business has either been undertaken, or is underway, and will be completed within the near future.
4. [ ] Prices at which the business will sell the product/service have been considered, as well as the business's costs and competitor prices.
5. [ ] Projected monthly sales and cost estimates have been thought through and can be explained.
6. [ ] Advertising and marketing of the business to a target audience has been properly considered.
7. [ ] A target audience has been identified.
8. [ ] Where the business will operate from and make sales has been considered.
9. [ ] Able to demonstrate why a grant is needed and what difference it will make to the business.

*Requirements for business's operating for less than 2 years:*

1. [ ] An ability to demonstrate that there is demand for their product or service.
2. [ ] An ability to demonstrate that price points at which the business sells their product/service have been considered, as well as the business's costs and competitor prices.
3. [ ] Sales and cost figures to date.
4. [ ] The number of clients to date.
5. [ ] Any advertising and marketing carried out.
6. [ ] The business's target audience should be known.
7. [ ] Able to demonstrate why a grant is needed and what difference it will make to the business.

**For further guidance please visit our website before completing this form:** <https://gloucestershirecf.org.uk/grant/swef/>

**Please answer ALL questions on this form, even if you are also sending us a copy of your business plan.**

 **Personal details**

First Name: Click here to enter text.

Last Name: Click here to enter text.

Address (include postcode): Click here to enter text.

Business name and address (if different from home address): Click here to enter text.

Home/business telephone number: Click here to enter text.

Mobile number: Click here to enter text.

Email address: Click here to enter text.

Date of Birth: Click here to enter text.

 **Personal circumstances**

**1. Tell us a bit about yourself. We would like to know what qualifications you have, any jobs or other type of work you have completed, and what you are up to currently. You can also let us know about any hobbies, skills and talents you have so that we can get to know you a bit better.**

Click here to enter text.

**2. Please tell us why you would like to set up your own business. It could be because you have a skill or talent you would like to earn money from or because being self-employed is something you can fit around a disability, health condition or caring responsibility.**

Click here to enter text.

**3. Please tell us if you are currently receiving Universal Credit.**

Click here to enter text.

**4. Please tell us why you are applying to the SWEF fund and what difference the financial support could make to you and/or your family.**

Click here to enter text.

 **Your Referee**

**1. Please provide the name and contact details (phone and email) of your referee and confirm you will forward the reference form to them**

Your referee needs to be a person who can tell us about your character or abilities and can confirm your circumstances. This might be a teacher, someone who have worked for or a youth worker / support worker. Please ask your referee to complete the Reference Form and ask them to email it back to us directly. The reference form can be downloaded from our website: <https://gloucestershirecf.org.uk/grant/swef/>

Click here to enter text.

 **Your business**

**1. What is the name of your business?**

Click here to enter text.

**2. What will/does the business do? E.g. are you offering a service, selling a product or creating something**

Click here to enter text.

**3. What experience do you have that will support your business? This could be through volunteering, training, work experience, or because your business idea is a hobby or talent you have**

Click here to enter text.

**4. Who are your customers? These are the people who will buy your products or services. E.g. they might be local people, children, or businesses. (You can have more than one customer)**

Click here to enter text.

**5. How do/will your customers pay you? Are you setting up a bank account, a PayPal account or something else. Will you be able to take card payments?**

Click here to enter text.

**6. Do you have any paying customers?**

Click here to enter text.

**7. What percentage of your income comes from the business?
(less than 20%, 20-40%, 40-60%, 60-80%, over 80%)**

Click here to enter text.

**8. How and Where will you sell your products/services ?**

Click here to enter text.

**9. How you are going to advertise/promote your business?**

Click here to enter text.

**10. Why do you think your business will be sustainable – how do you know your product/service is wanted or needed? E.g. have you carried out any research**

Click here to enter text.

**11. Who are your competitors? (other businesses that offer a similar product or service to people who could be your potential customers)**

Click here to enter text.

**12. Please provide a breakdown of your estimated monthly costs and sales revenue. (Sales revenue is money received from the sale of goods or services) – you provide this on a separate document if you prefer**

Click here to enter text.

**13. How much of your own time, money or other resources have you committed so far to your business, including any equipment you own?**

Click here to enter text.

**14. What is your vision for the business and how will this impact your home life?**

Click here to enter text.

**15. Do you have a business plan or are you seeking help with this? (Please send a copy of your business plan with your application, if you have one)**

Click here to enter text.

**16. Please provide links to your business' website if you have one, or your social media / seller pages such as Etsy, Ebay, Facebook etc**

Click here to enter text.

**17. Have you applied to anyone else for a grant or loan to support your business?**

Click here to enter text.

**18. Do you run or plan to start any other businesses? If yes, please give details**

Click here to enter text.

 **Your request**

*(Please note,* *if you need £500 or less and are successful, you will be able to re-apply for a 2nd grant at a later stage. Very early stage businesses should consider if an initial smaller grant might be helpful.)*

Please note that SWEF does not provide grant funding for new computers, tablets and phones.  On a match funded basis, SWEF will consider applications for refurbished technology.  In order to be successful, you will need to:

1. ***Explain why the laptop, tablet or phone will transform their business and***
2. ***Provide a link to the refurbished item with an explanation of why they need this piece of specific technology.***

**1. Please confirm the total amount of money you are asking for from us and provide a breakdown of specific costs to help us understand how you would like to spend the grant, with weblinks if appropriate. Avoid general terms like ‘marketing’ that do not provide enough detail about how you will spend the grant.**

Click here to enter text.

**2. Please explain what the benefit will be to your business if you are awarded a grant for the above.**

Click here to enter text.

**3. Please confirm you will provide a copy of a recent bank statement, showing your bank account details (account name, account number and sort code) – you can obscure the financial transaction data if you prefer**

Click here to enter text.

**4. Please list any other supporting documents you will send with this application form, such as your business plan**

Click here to enter text.

**5. How did you hear about this grant opportunity?**

Click here to enter text.

**Declaration**

You **MUST print your name and the date** in the box underneath this declaration, as an electronic signature to confirm you agree to the following:

**I confirm that, to the best of my knowledge and belief, all the information within this form is complete and correct.**

**I agree that Gloucestershire Community Foundation can process and retain the information provided in this application in accordance with the General Data Protection Regulation (GDPR), and I give my consent to share this application, including my contact details, with the SWEF Enterprise Fund and its Fundholders.**

**I agree that if I am awarded a bursary from Gloucestershire Community Foundation (GCF) the award is subject to the following Terms and Conditions, which I have read and understood.**

1. I understand that GCF is required to conduct an audit of grants to ensure that they are used for the purposes for which they are given, and that grants identified as misspent may be reclaimed by GCF.
2. The funds can only be spent as stated in the grant application unless I have written formal approval from GCF to alter the purpose of the grant. Should I wish to make any alterations or amendments to the agreed purpose of the grant, I will first contact GCF to discuss the changes and to get formal approval.
3. If any of the information in this application and supporting documents is found to be knowingly incorrect, I may be ineligible to apply for future grants.
4. It is my responsibility to deal with any changes to state benefits or income tax liability arising from the grant.
5. If my circumstances change and this is relevant to my grant, I will contact GCF immediately.
6. Copies of receipts or proof of expenditure for items or services purchased using the grant must be provided upon request.
7. GCF is not liable for any contingency involving property or activities towards which funds have contributed.
8. I must provide feedback on the progress of my business to GCF 6 months after the grant has been awarded, and again at 12 months after the grant has been awarded. This could be in writing via email, or at an online meeting.
9. I must inform GCF of any unspent funds remaining after 12 months, which must be returned to GCF.
10. I consent for GCF to pass on my contact details to the SWEF Enterprise Fund fundholders and agree to participate in meetings and/or communications relating to this application with the programmes fundholders and GCF.
11. I consent to GCF and SWEF fundholders using the information in my application form and subsequent feedback, to promote the SWEF Enterprise Fund, and agree to support any marketing or be a case study to promote the Fund if requested.

 **YOU MUST print your name and the date below as an electronic signature to the above Declaration.**

 Name: Click here to enter text.

 Date: Click here to enter text.

**Please now save this application as ‘your-name-SWEF-application’ and email it to Gloucestershire Community Foundation at** **operationsmanager@gloucestershirecf.org.uk** **who will confirm the application has been received.**

**If you have a business plan, please send a copy with your application.**

The information provided in this application will be processed and stored in accordance with the GCF Privacy and Data Protection Policies. Please see our [Privacy Policy](https://gloucestershirecf.org.uk/privacy-policy/)for more information on data sharing and storage.