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**SWEF Enterprise Fund Application Form**

 **For businesses**

Please ensure you have answered all the questions on the form, we cannot accept incomplete applications.

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

**Please answer ALL questions on this form.**

 **Personal details**

First and last name: Click here to enter text.

Business name: Click here to enter text.

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

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

Telephone number: Click here to enter text.

Email address: Click here to enter text.

Date of Birth: Click here to enter text.

 **Personal circumstances**

**1. How did you hear about the SWEF Grant?**

Click here to enter text.

**2. What do you currently do for work?**

Click here to enter text.

**3. What training and experience do you have to potentially succeed with this business?**

Click here to enter text.

**4. As a community foundation we prioritise supporting people to reduce inequalities within communities. Please tell us about anything particular in your background which would help us to understand any challenges you have faced.** What you write will help us understand your current situation and to check whether you meet the criteria for the fund.

Click here to enter text.

**5. Please tell us if you are currently receiving Universal Credit or other means tested benefits.**

Click here to enter text.

**6. Do you live in a low-income household, identify as coming from a minoritised community, or do you have disability?** You don’t have to answer this question if none of these things describe you. If you do answer it, then what you write will help us understand your circumstances and any disadvantages you may have faced.

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. Over the last 12 months, what was the total sales revenue for your business?**Click here to enter text.

**2. Over the last 12 months, what was the total income/salary that the business paid you?**

Click here to enter text.

**3. Do you or your business have any debts?**

Click here to enter text.

**4. If you do have debts, please provide the amount and where the funds are owed.**

Click here to enter text.

**5. How long has your business been trading?**

Click here to enter text.

**6. What time and money have you put into the business? Please be specific.**

Click here to enter text.

**7. How have you set your company up?**

Click here to enter text.

**8. Please provide your business website address.**

Click here to enter text.

**9. Please provide your business social media pages**

Click here to enter text.

**10. Describe the products you make or sell, or the services you provide**

Click here to enter text.

**11. What market research have you carried out? How do you know your product or service is wanted or needed?**

Click here to enter text.

**12. Please tick the box if you currently have paying customers**

Click here to enter text.

**13. Describe a typical customer**

Click here to enter text.

**14. Are there any similar businesses to yours in the area? Please list them.**

Click here to enter text.

**15. How do/will you get your customers?**

Click here to enter text.

**16. Why do you think your business will be successful?**

Click here to enter text.

**The Grant**

**8. What grant amount are you applying for?**

Click here to enter text.

**9. What will you be using the grant for? Please list the items, the cost and provide weblinks/quotes.**

Click here to enter text.

**10.** **Why do you need this grant? Include where any other funds you need to start or grow your business will come from.**

Click here to enter text.

**11.** **How will this grant help transform your business?**

Click here to enter text.

N.B 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.

**Requirements – to provide with your application.**

* 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
* A completed reference sent by your referee to Lucy Pollock operationsmanager@gloucestershirecf.org.uk

**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 need to aim to spend the grant within 1 month of receipt of funds.
9. 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.
10. I must inform GCF of any unspent funds remaining after 12 months, which must be returned to GCF.
11. 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.
12. 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.**

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.