Guidance notes
Social Enterprise Places Scotland

Deadlines

March 16th is the FINAL deadline for this pilot round. If you are interested in applying but aren't able to apply this time then please let us know. We are interested to understand barriers to applying and are aware that this initial deadline is tight.

Please send your application to **places@socialenterprise.scot**

How to apply

Application form

- The application form has been designed to balance the need for having enough information on which to make a fair decision while taking into account the timelines and additional demands on applicants.
- Please complete the application in full in accordance with the Guidance notes and do contact naomi.johnson@socialenterprise.scot if you have any questions and we will work through queries with you.
- Applications will be reviewed and shortlisted prior to passing on details to the final panel for decision making. We will contact you prior to this if anything is unclear that we can answer any queries to the panel meeting.
- If you are interested in the Places programme but either cannot meet the deadline or do not feel ready to apply just yet it would be great if you could email to register future intention.

Stakeholder support letters

- Please attach <u>TWO</u> statements from external stakeholders supporting your application. We know each Place will vary enormously and so we are leaving it to applicants to determine how this support reference best adds strength to their application.
- Letters DO NOT need to be long formal letters and can be provided through a short email or can simply be added as a reference who we will contact as part of our shortlisting. If you do simply provide a reference please ensure the referee is aware they have been suggested.
- Examples of people who may provide support letters could include residents, community councils, service users, public sector/local authority or private businesses.
- Some applicants may fall within areas where Social Enterprise Networks operate or may seek to get support from other support organisations e.g. the TSI, business support providers.

Additional documents

- We do not need any further documents – however, if you already have short documents that answer questions in the form we are happy to read these documents as our answer rather than you simply re-type.
- Having no attachments will not be judged negatively as part of your applications. We are aware that for some Places they will have a more structured approach in how they work together and other areas will be more informal.

You

Lead applicant (name and organisation):

- The lead applicant should be a social enterprise who is active within the stakeholder group
- We ask for a lead applicant for communication purposes.

Other social enterprises in your stakeholder group: (list up to 10)

- The number of social enterprises in your stakeholder group may be on the size of your place. We anticipate that for most applicants they should be able to list 3-10 organisations involved in their stakeholder group.

- In some more remote communities it may be that one lead organisation runs a number of initiatives thereby forming a social enterprise hotspot. Just let us know if that's the case.

- Conversely, it may be that there are more than 10. We are happy to hear about more if you have a list as part of an additional document but this is not a pre-requisite for application.

How many social enterprises operate in your place?

- Please state how many SEs operate in your place – if you have an exact number then that's great. If not, simply note that it is an estimate.

How do you work together in your area?

Some areas have formal networks, others may meet up on a more informal level. As part of Places we hope to encourage further collaboration, as appropriate. Simply tell us how you communicate and work together.

Your Place

Place name: This could be a town, village, area of a city, town, city – you tell us! We want to put SE Places on a map to attract more visitors to see social enterprise activity through Scotland – the tourism link is broad and will be different for each Place. You do not need to be a tourist town!

Please tick/highlight:

	Large urban
	Other urban
	Accessible small town
	Remote small town
	Accessible rural
	Remote rural

Other: Please complete if your Place does not neatly meet the categories above (e.g. West Coast coastal communities group)

Information on the 6 categories listed above are based on Scottish Government definitions and further details are at the end of these guidance notes.

Local authority area: List your Local authority area

Tourism link: Tick all as appropriate

How we usually think of tourists	General visitors
Attracting visitors to demonstrate social enterprise activity and its impacts	Knowledge exchange
Eco and social purchase orientated visitors	Ethical tourism
Encouraging opportunities to work and live in communities in short or long term (volunteer opportunities e.g. work on organic farm, work in community projects)	Social volunteering

Describe your Place (max 200 words)
- Where are you? Who lives there?
- Economic profile
- What is the geography like?
- What is the area known for?
- How would you describe your Place?

What difference has social enterprise made to your place? Tell us about your IMPACT (max 200 words)
- Do you have any impact data? E.g. (jobs created, services protected, people supported)
- Have you created jobs/made environmental benefits?
- How have you supported people that live there?
- What difference has social enterprise activity had?

Your Ambitions and expectations

Why are you interested in being named the next Social Enterprise Place? (max 100 words)

- **Celebrate success – boost staff, volunteers and community spirit?**
- **Promote our Place – we simply want to be on the map and people to know about us!**
- **Attract further support (funders, customers, public sector etc)**
- **Collaborate with people outside of the area?**

How do you plan to develop and evolve social enterprise activity moving forwards? (max 200 words)

- **How do you see SE activity developing in your Place?**
- **What would you like to do in the next 12 months/3 years?**
- **What gaps would you like to fill in terms of activities?**
- **What does your Place continue to need to respond to?**

What would you like to get from this programme? (max 100 words)

This is a new pilot initiative for Social Enterprise Scotland and we are keen to develop a programme that meets expectations. For this reason we are simply asking what you want from this recognition so we can look at how to meet these expectations from the beginning where possible.

Please contact naomi.johnson@socialenterprise.scot if you have any questions regarding this application.

DEADLINE 16th March. Please send your application to places@socialenterprise.scot

	Scottish Government 6 fold Urban Rural Classification
1 Large Urban Areas	Settlements of 125,000 or more people.
2 Other Urban Areas	Settlements of 10,000 to 124,999 people.
3 Accessible Small Towns	Settlements of 3,000 to 9,999 people and within 30 minutes drive of a settlement of 10,000 or more.
4 Remote Small Towns	Settlements of 3,000 to 9,999 people and with a drive time of over 30 minutes to a settlement of 10,000 or more.
5 Accessible Rural	Areas with a population of less than 3,000 people, and within a 30 minute drive time of a settlement of 10,000 or more.
6 Remote Rural	Areas with a population of less than 3,000 people, and with a drive time of over 30 minutes to a settlement of 10,000 or more.