

# Social Enterprise Awards Scotland 2023

## Guidance for Applicants



This document summarises the information you will be asked to provide during the online application process for the [Social Enterprise Awards Scotland 2023](#)

### 1.0 Award Categories

- Category 1** Social Enterprise of the Year
- Category 2** One to Watch
- Category 3** Environmental Social Enterprise
- Category 4** Social Enterprise Building Diversity, Inclusion, Equity & Justice
- Category 5** Health & Social Care Social Enterprise
- Category 6** Tech for Good: Technology Social Enterprise
- Category 7** 'Buy Social' - Market Builder
- Category 8** Social Enterprise Employee Champion
- Category 9** Social Enterprise Volunteer Champion

Please see the [Appendix](#) for the full criteria for each of these Awards.

### 2.0 Eligibility Criteria

All Award categories are open to organisations that operate in Scotland or individuals that work or volunteer in Scotland.

#### Categories 1 to 6

Open to social enterprises who meet the **updated** eligibility checklist below

1. A trading business – selling goods and services – whose primary objective is to achieve social and/or environmental benefit.
2. All profits are reinvested in the business or in the beneficiary community.
3. A constitution that requires that on dissolution, assets are reinvested in another organisation with similar aims and objectives.
4. Constituted and managed in an accountable and transparent way.
5. Distinct from the public sector and not a subsidiary of a public body.

### **Category 7**

Social enterprises and other types of organisations (for example Social Enterprise Networks, TSIs, public sector bodies, corporates, and charities) are eligible to enter the 'Buy Social' - Market Builder category.

### **Categories 8 & 9**

Open to individuals who are either employed or volunteer in a social enterprise that meets the eligibility criteria outlined for categories 1 to 6.

## **3.0 Application Process**

### **Key Dates:**

**Thursday 25 May** | Applications open

**Monday 3 July (9am)** | Deadline for applications

**W/C Monday 24 July** | Shortlist for Awards announced

**W/C Monday 24 July** | Shortlisted organisations to return high resolution logo, management accounts and governing documents

**Thursday 26 October** | Winners announced at Awards ceremony at Scottish Parliament

**Thursday 30 November** | UK Social Enterprise Awards ceremony

### **How to apply**

Applicants should complete the online application form, along with any supporting documentation **by 9am on Monday 3 July 2023**.

All mandatory fields marked with an \* in each section must be completed before being able to move on to the next section of the application form.

## **4.0 Application Questions**

### **Organisation Details**

- Organisation Name
- Registered Company Number and/or Charity Number (please provide both if applicable)
- Legal Form
- Date organisation established
- Date started trading
- Website
- Social Media Information (Facebook, Twitter, LinkedIn, Instagram)

## **Organisation Contact**

Details of a contact person at the organisation you are nominating

- Full Name
- Contact Job Role
- Contact Email
- Contact Telephone
- Correspondence Address

## **Organisation Employees**

- Number of Employees working for the organisation you are nominating
- Number of Volunteers within the organisation you are nominating

## **Finances for the last 2 years**

This information is required for social enterprises entering categories 1, 2, 4, 5, 6 and 7

- Trading Income
- Non Trading Income
- Total Income (this should equal the sum of your trading and non trading income)
- Profit before reinvestment
- Amount reinvested

## **Your nomination (organisations)**

You will be asked to answer the questions for categories 1 to 7.

**Tell us about the organisation you are nominating** | Please provide details about the organisation you are nominating – what it does, its business model, what its social purpose and values are, where it is, where it operates, what size it is, who its customers are and what services and contracts it delivers. (400 words)

**Social or Environmental Purpose/Impact** | Summarise the social and/or environmental purpose of the organisation and provide a detailed assessment of the difference made through the organisation's work (300 words)

**Category specific information** | Please provide information and evidence to substantiate the award nomination, please refer to the specific criteria detailed for each award category – see [Appendix](#). (400 words)

**Tell us what your organisation has achieved in the last 12 months** | Describe the reason why the organisation should be recognised as the best in its field this year (April 2022 to March 2023) (300 words).

**Supporting Documents** | You can also send testimonials, annual accounts/reports, impact reports or anything else relevant to support your application (up to two documents, at a maximum of 10 pages each – *no weblinks*)

## **Your nomination (individuals)**

You will be asked to answer the following questions for Categories 8 and 9.

**Tell us about the person you are nominating** | Tell us about the individual you are nominating and why they should be recognised as this year's Social Enterprise Champion (400 words)

**The Evidence** | Provide evidence to substantiate the nomination, please refer to the specific criteria detailed for the award category – see [Appendix](#) (400 words)

**Supporting Documents** | You can also send testimonials, annual accounts/reports, impact reports or anything else relevant to support your application (up to two documents, at a maximum of 10 pages each – *no weblinks*)

## **Any questions?**

If you have any questions or queries about the Awards, please email the team at [awards@socialenterprise.scot](mailto:awards@socialenterprise.scot)

## APPENDIX | Award Category Specific Criteria

Category 1	Social Enterprise of the Year
<p>This award is open to a social enterprise that has been operating for more than 2 years that can evidence the criteria below and that has also demonstrated and promoted social enterprise beyond the sector.</p> <ul style="list-style-type: none"><li>• Excellent vision and strategic direction</li><li>• Clear leadership and management of the organisation</li><li>• A high degree of customer satisfaction</li><li>• A clearly evidenced social, environmental and community impact</li><li>• Show sustainability in terms of profit and growth, or resilience in response to challenging trading conditions</li><li>• Good brand awareness and communication outputs</li><li>• Evidence of creativity and innovation</li><li>• Commitment to holistic impact beyond core social/environmental mission, including tackling climate change and promoting diversity &amp; inclusion</li></ul>	
Category 2	One to Watch
<p>This award is open to a social enterprise that has been operating for less than 2 years as of April 2023, that can clearly demonstrate the criteria, and articulate their future vision and how they are going to achieve it showing growth in their model.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"><li>• A clear vision for the social enterprise</li><li>• A creative approach to problem-solving</li><li>• Excellence in impact, design or growth since inception</li><li>• Potential for future success, in the judges' view</li><li>• Commitment to holistic impact beyond core social/environmental mission, including tackling climate change and promoting diversity &amp; inclusion</li></ul>	

### Category 3

### Environmental Social Enterprise

This is open to social enterprises that have been operating for more than 2 years in the green and environmental sectors that can demonstrate excellence in the following criteria:

- A clear evidenced environmental impact
- Excellent vision and strategic direction
- Clear leadership and management of the organisation
- A high degree of customer satisfaction
- Show sustainability in terms of profit and growth, or resilience in response to challenging trading conditions
- Good brand awareness and communication outputs
- Commitment to holistic impact beyond core social/environmental mission, including promoting diversity & inclusion

### Category 4

### Social Enterprise Building Diversity, Inclusion, Equity & Justice

Social justice is fundamental to the social enterprise movement. This category is open to social enterprises who are addressing these issues.

**Criteria:**

- Clearly articulates their organisation's contribution to building inclusion within their field of work
- Demonstrates impact made within their target community and/or for their target beneficiaries
- Proven leadership by promoting diversity, inclusion, equity and justice
- Inspires and/or supports other organisations to improve their commitments to diversity and inclusion
- Evidence how their social enterprise challenges inequalities
- Commitment to holistic impact beyond core social/environmental mission, including tackling climate change

**Category 5****Health & Social Care Social Enterprise**

This is open to social enterprises that have been operating for more than 2 years and deliver high quality health and social care work. This award can include mental health and well-being. These organisations should be able to demonstrate excellence in the following criteria:

- Clearly evidenced health and care impacts
- Excellent vision and strategic direction
- Clear leadership and management of the organisation
- A high degree of customer/user satisfaction
- Show sustainability in terms of profit and growth, or resilience in response to challenging operating conditions
- Good brand awareness and communication outputs
- Commitment to holistic impact beyond core social/environmental mission, including tackling climate change and promoting diversity & inclusion

**Category 6****Tech for Good: Technology Social Enterprise**

This is open to social enterprises that use technology to achieve social impact in either of the following ways and meets the criteria below:

1. Usage of new technology to develop new products or services.

**OR**

2. Usage of new technology in core business model to enhance service delivery.

- Demonstrates clear evidence of the impact new technology has made to the organisation and/or their beneficiaries/community
- Excellent vision and strategic direction
- Clear leadership and management of the organisation
- A high degree of customer satisfaction
- Show sustainability in terms of profit and growth, or resilience in response to challenging trading conditions
- Commitment to holistic impact beyond core social/environmental mission, including tackling climate change and promoting diversity & inclusion

**Category 7****'Buy Social' - Market Builder**

This award is open to any social enterprise, support organisation, third, public or private sector organisation that has demonstrably made efforts within its own organisation and remit to create more opportunities to buy from social enterprises.

This could be a Social Enterprise Network's initiative to open markets for social enterprise, a local authority implementing a council-wide social enterprise strategy, a company showing innovation in its procurement and supply chain process, or a social enterprise seeking to support the movement through buying social.

**Criteria:**

- Describe how their work has promoted social enterprises
- Able to articulate the steps taken to open up opportunities to increase the revenue and reach of social enterprises
- Explain their key aims and objectives in supporting 'buy social' in their work
- Explain the challenges that had to be overcome and how that was achieved
- Articulate any progress on spend / impact to date

**Category 8****Social Enterprise Employee Champion**

This award recognises an individual working in a social enterprise who:

- Goes above and beyond to make a difference.
- Inspires and supports others to give their best.
- Demonstrates a commitment to the values of their organisation.
- Exhibits initiative and drive

**Category 9****Social Enterprise Volunteer Champion**

This award recognises an individual volunteering in a social enterprise who:

- Goes above and beyond to make a difference.
- Inspires and supports others to give their best.
- Demonstrates a commitment to the values of their organisation.
- Exhibits initiative and drive