**Build-It Application Form:**

Before starting to fill in this application form, read the eligibility criteria and application guidance by [clicking here](https://www.firstport.org.uk/category/downloads/). If you have any queries, contact us on 0131 564 0331 and we will be happy to help.

**Section One: Pre-application checklist:**

Please confirm that you meet the criteria in this list before proceeding with your application. When completing the online application you will be asked to tick each individual criteria, however, if submitting your application via Word document, your completion of the form is seen as acknowledgement that you have read the following criteria and are eligible to apply.

* I am 16 or over
* I am a permanent resident in Scotland
* Most people who will benefit from the activities conducted by my enterprise are Scotland residents
* The activities of my enterprise do not involve political campaigning or the advancement of religion.
* My enterprise is up and running and I am able to provide evidence of income generation and social impact to date.
* Profits from the enterprise are reinvested in the business and its social aims. No assets or uncapped dividends may be transferred out of the organisation to private individuals or bodies. Note: you (and any other individuals working for the enterprise) will still be able to take a fixed salary, but profits generated on top of this must be reinvested.
* My enterprise aims to provide direct social benefit to individuals, communities, and/or the environment i.e. Firstport does not fund enterprises whose main activities are directed at providing benefit to other organisations
* My enterprise is an independent organisation and not a project or subsidiary of an existing body
* If your enterprise requires premises before it can start trading, I have identified premises and have confirmation from the owner of the property that they are happy to lease it to me, subject to funding being secured. Note: we do not require you to have signed a lease or other formal agreement, just confirmation of an agreement in principle.
* If you have received any previous awards received from Firstport, I have completed the required sign-off process (ask your award manager if you are unsure)

**Section Two: About You**

**First Name:**

**Last Name:**

**Email:**

**Phone Number:**

**Mobile Number:**

**House and Street Name:**

**City / Town:**

**Local Authority:**

**Post Code:**

**Date of Birth:**

**Age:**

**If you would like to let us know of any accessibility requirements, please let us know here:**

**Where did you hear about us?**

**Have you spoken to a staff member before?**

If you are developing this idea with somebody else, please include their details below:

**Person 1: First Name**

**Person 1: Last Name**

**Person 1: What role do/will they play?**

**Person 2: First Name**

**Person 2: Last Name**

**Person 2: What role do/will they play?**

**Person 3: First Name**

**Person 3: Last Name**

**Person 3: What role do/will they play?**

**Section Three: Your Idea:**

**What is the name of your idea/enterprise?**

**What is the legal set up of your organisation?**

**If applicable, what was your date of incorporation?**

**If applicable, please enter your registered charity number:**

**If applicable, please enter your registered company number here:**

**Which sector is most relevant to your idea/social enterprise?** Please select one of the following options:

* Creative Industries (including Digital)
* Circular Economy
* Employability
* Energy (Including Renewables)
* Financial & Business services
* Food & Drink
* Health & Social Care
* Life Sciences
* Retail
* Tourism & Hospitality
* Sports & physical activity

**Where are the main beneficiaries of your idea located?** (If your idea covers more than one area, please state the most relevant, or Scotland Wide.)

**In just a few sentences, please provide us with an introduction to your enterprise/idea**:

**How long has your enterprise been trading?**

**How much has your enterprise generated to date?**

**Please tell us how your enterprise generates income and the social impact to date:**

**You will also need to attach a Business Plan, Pitch Document, and Cash Flow to your application. You can find out more about these documents and what is needed in them from out Build It Guidance document (available through our** [**download section on the website**](https://www.firstport.org.uk/category/downloads/)**).**

**Section Four: How you will use the money:**

Please give details below how you would spend the £25,000.

**Item 1:**

**Item 1 Cost:**

**Item 2:**

**Item 2 Cost:**

**Item 3:**

**Item 3 Cost:**

**Item 4:**

**Item 4 Cost:**

**Total amount needed:**

**If you plan to use money from other sources, please specify here:**

**Source 1:**

**Source 1- Amount:**

**Source 1 – Expense:**

**Source 2:**

**Source 2- Amount:**

**Source 2 – Expense:**

**Section Five: Bank Details**

Please ensure these are filled out correctly, if the account or sort code is entered incorrectly it may impact the submission of your application.

Please note that for most of our funds we are funding the individual social entrepreneur, so it is your personal bank account details that need to be provided here.

**Bank Account Name:**

**Bank Account Number:**

**Sort Code:**

**Section Six: Referees**

**Provide the names and addresses of two referees**.

Referees should know you and support your enterprising idea. At least one of the referees must have worked with you and acted in a supervisory or line management role. Referees cannot be a friend, relative, partner, or be involved with your enterprise.

If we believe any referee to be unsuitable, we will request details of a replacement.

Further guidance on suitable referees is detailed in our application guidance.

Before providing us with the contact details of referees, you should ensure that you have their permission to share their details. We will keep the information provided in this application, including referee details, on file for a period of seven years. This is for accounting purposes and in line with HMRC requirements.

**Referee 1**

**First Name:**

**Last Name:**

**Phone Number:**

**Email:**

**Address:**

**Job Title:**

**How do they know you?:**

**Referee 2**

**First Name:**

**Last Name:**

**Phone Number:**

**Email:**

**Address:**

**Job Title:**

**How do they know you?:**

**Section Seven: Equal Opportunities**

All our staff, clients, partners, suppliers, and any other person we work with must follow our equal opportunities policy and not discriminate against anyone for any reason. Please help us monitor this policy by giving us the following deals. We will only use this information for statistical purposes, and it will not form part of your application assessment.

If there are any questions that you would prefer not answer, please leave the field blank.

Gender Preference:

Age:

If you identify as having a disability, please give details of your disability here:

Ethnicity:

Employment Status:

Qualifications:

Is your organisation predominately BAME led, LGBTQ+ led, Disability led, or Women led? If so, please specify here (you can select more than one):

Does your organisation target any specific group? For example, Older people, younger people, race, disability, sexual orientation, or gender. If so, please specify here:

We will keep the information provided within this application on file for a period of ten years. It will then be deleted after the publication of Firstport’s annual accounts. This is in line with HMRC requirements.

**Section Eight: Submit**

Please confirm that you understand and accept our obligations under the General Data Protection Regulation (GDPR) set out in our Privacy Policy, by writing CONFIRM here:

We will keep the information provided within this application on file for a period of seven years. It will be permanently deleted after the publication of Firstport’s annual accounts. This is for accounting purposes and in line with HMRC requirements.

**Application date:**